

STATE OF GEORGIA
RECORDS SERIES PROFILE
RECORDS RETENTION SCHEDULE
APPLICATION #910226-03

Sheet 1 of 1

SCHEDULE #: 91-0021

EFFECTIVE DATE: 05/31/91

Agency Code: 0460
Agency: Merit System
Creating
Office: Flexible Benefits Division

Series
Title/Dates: "Flex Insurance Claim Files," July 1, 1986 and continuing

Access: Closed (OCGA 50-18-72(a)(2))
Class: Individual

Related To: Claims for the life and dependent life insurance benefits,
short-term and long-term disability benefits, and
accidental death and dismemberment option benefits.


Arrangement: Alphabetical by name of insured within option/insurance carrier
category

Retention
Requirement: Administrative need three (3) years

Media: Paper

Disposition
Instructions: Cut off at end of fiscal year,
Hold in current files area one (1) year, or until State
Audit is completed, whichever is longer, then
Transfer to the State Records Center,
Hold two (2) years, then
Destroy

This records retention plan gives the State Records Committee approved
retention instructions for the named records series by the named creating
office.


Edward Weldon
Secretary of State Designee

6-6-91
Date